

ABERDEEN COMPREHENSIVE EVALUATION PROCESS

1. The agency partners involved in the Comprehensive Evaluation process are
 - a) Aberdeen CSO
 - b) Aberdeen WorkSource Office
 - c) Grays Harbor College
2. At the Positive Prevention Services, the client will be told about the CE and will be given the choice of using their own child care resources or be given the phone number of the Child Care Resource & Referral as well as the phone number for the Customer Service Center to apply for the child care assistance. Also if transportation is an issue, we will be able to give them a bus ticket.

If the client comes to the Foundation without child care or transportation arranged, they will be given another opportunity to do so at that time.

3. The Positive Prevention Services, the Foundation, the CASAS appraisal and interpretation, the Social Services Assessment, and the IRP development will all be done at the Aberdeen CSO. The Work Skills evaluation and interpretation, and the Employment Plan will all be done at the Aberdeen WorkSource Office.
4. The Positive Prevention Services will be done one-on-one as people come into the office to apply for benefits. The tools used during this time will be information about each individual's potential eligibility for unemployment benefits using GUIDE, possible child support benefits using SEMS, handouts on finding child care providers and how to apply for child care, and information about Diversion Cash Assistance.

Tools used during the Foundation which will be done one-on-one with the DSHS case manager assigned to the parent's case will be eJAS comprehensive evaluation questions. It is expected that all open TANF parents will complete the CE. The information collected will be documented so that it can be considered during the rest of the CE process.

EJAS will be the tool the social worker uses for her assessment which will be one-on-one. Recommendations will be documented in EJAS narration.

Tools used during the Education and Basic Skills evaluation will be the CASAS appraisal given by trained college staff. This will be conducted in a group setting. A one-on-one interview with the parent will then be conducted and parents will be informed of training options and information on educational/literacy levels. The results of the CASAS appraisal will be documented in EJAS along with narration of the options and discussions with the parent so that all educational aspects will be included in the entire CE interpretation.

Tools used during the Work Skills evaluation done by the Employment Security WorkFirst counselors will be CT Choices which will be done in a group setting. A one-on-one meeting with the parent will then be conducted where discussion of the entire CE results, related to local labor market, and options for pathways based on the objective CE findings will occur. During the individual sessions the Employment Plan will be developed and recommendations for participation will be documented in EJAS for the DSHS case manager.

EJAS will be the tool used during the IRP development session which will be a one-on-one session with the case manager.

5. When the client comes in for the Foundation, the case manager will allow them the choice of when they want to do each of the remaining steps to the CE. The times the client chooses will be written on the IRP with a return date of no later than 7 business days to do the IRP development. Sign up sheets will be given then to the college staff and to the WorkSource staff so they will know how many to expect. The college staff will give the list to the case manager when they are done and the WorkSource staff will fax the list back to the case manager when they are done. The case manager will then be able to see who didn't show and try to contact the client to see why and to get them rescheduled prior to the 10th business day. We feel by giving the client only 7 business days to meet back with the case manager, we will be able to reschedule those people to still meet the 10 business days.

If a social services assessment is required, the social worker will see them the same day. If it is determined that the person is capable of completing the CE, the social worker will talk to the case manager and the case manager will discuss with the client what appointment times are desired and complete an IRP for the rest of the CE.

If the social worker determines that the client needs to be temporarily deferred, an appropriate time to allow the client to remedy the emergency will be given and the case manager will give the client an IRP to meet back with the case manager at the end of the time. Ejas will be coded with the ending date of the deferral period.

If at any time during the CE, it is thought that the client is not able to complete the CE due to an emergency medical, mental, domestic violence, or chemical dependency issue, the client will be RB'd back to the case manager via eJAS and a phone call to the case manager or, in their absence, to their supervisor or the social services supervisor so that immediate action can be taken to get the client in for a social services assessment.

6. Aberdeen LPA does not intend to do any further enhancements to the CE at this time.

7. Currently phone calls and EJAS emails are used to communicate between partner agencies. This will not change. However, when there are differing views on the appropriate pathway, a case staffing will be called with the client, and the staff person from each agency to discuss the issues or problems.
8. Challenges during the CE will be addressed at our weekly LPA meetings.

WorkSource

Grays Harbor College

DSHS

Dated: April 24, 2006